



CITY OF MASSILLON

***Parks and Recreation Park Pavilion Construction - DESIGN BUILD PROJECT INFORMATION PACKET***

***REQUEST FOR STATEMENT OF QUALIFICATIONS – Design-Build Professional Services***

***DESIGN-BUILD SERVICES: City of Massillon Parks and Recreation Park Pavilion Construction Project***

**OVERVIEW**

The City of Massillon intends to enter into contract with a firm/contractor for design-build services for the City of Massillon Parks and Recreation Park Pavilion Construction Project. The project will involve designing and constructing a new park pavilion with restroom facilities and storage at the 17<sup>th</sup> St NW park.

**INTRODUCTION**

The services needed under the resulting contract for this request for qualifications are design services, pre-construction services, construction services, and/or construction oversight services. The selected firm/contractor will both design and serve as the general contractor for the project. The selected firm/contractor will be required to have an architect or engineer of record who will serve as the point person for the project. As required by Ohio Revised Code Sections 153.65 et seq., the Owner requests statements of qualifications (SOQs) from Design-Build firms (DBs) to provide Design-Build services for the Project. This Request for Qualifications (RFQ) includes criteria that will be used to evaluate the submitted qualifications to develop the short-list of firms. In the second phase of the selection process, a Request for Proposals (RFP) will be issued to the short-listed firms. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the Design-Build firm/contractor that will provide the best value to the Owner for the Project. The short-listed firms may also be asked to provide a proposal bond, guaranteeing their willingness to execute the contract form provided with the Request for Proposals.

**LOCATION**

City of Massillon 17<sup>th</sup> St NW Park, 534 17<sup>th</sup> St NW, Massillon, Ohio 44647

**QUESTIONS**

Please direct all questions regarding this request for qualifications in writing by, **January 5, 2022 at 4:00 PM** to: Gregory McCue, Civil Engineer, [gmccue@massillonohio.gov](mailto:gmccue@massillonohio.gov)

Questions must be received by the Questions Deadline provided above. Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any of the Owner's personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ.

**RIGHTS OF THE OWNER**

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.

6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

## **STATEMENT OF QUALIFICATIONS REQUIREMENTS**

Statement of Qualifications should include but is not limited to the following:

The submission shall not exceed thirty (30) single-sided pages, including attachments. The cover page will not count towards the total number of pages, but all others will.

Firms/contractor must indicate which services they provide.

Please submit **one (1) hard copy and one (1) digital copy** of your Statement of Qualifications.

Digital copies shall be in .pdf form and received on USB flash drive.

1. Cover letter.
2. Name of firm/contractor, address and telephone number. A primary contact with phone number and email shall be provided.
3. Names, qualifications, and experience of a principal/owner (contractual authority), a project manager, and key personnel who would be assigned to the City of Massillon Project. This information should include but not be limited to the following for each individual (a one-page limit for each):
  - a. Number and type of projects in which each individual has been involved (no project should be more than 5 years old)
  - b. Key personnel are defined as a design engineer/architect for the appropriate disciplines. (maximum of five)
4. Number and composition of staff that is readily available for City of Massillon project, including a table of organization by name to key personnel. Composition of staff should be broken into professional, designers, and technicians.
5. Name of responsible firm/contractor member and a Project Manager. (This individual is key to the firms/contractor prequalification. It is the City's expectation that this individual will be available to manage any project for which the firms/contractor may be selected. The only acceptable reason for this person to not be available for a Massillon contract is the individual is no longer with the firms/contractor. It is the firms/contractor responsibility to advise the City of any changes in this individual's ability to be available for a Massillon contract).

The qualification package must provide adequate information needed to rank the capability of a firms/contractor on each of the categories indicated.

## **SUBMITTAL TIME FRAME**

Interested firms/contractors shall submit one (1) hard copy and one (1) digital PDF copy of their qualifications packet. Please submit your Statement of Qualifications clearly labeled in a sealed envelope to the following, by Mail (USPS, UPS, FEDEX) or use the City Hall Street side mail slot under the blue awning: Office of the Director of Public Safety and Service, 151 Lincoln Way East, Massillon, OH, 44646, no later than **4:00 pm on January 12, 2022**. Submittals received after this time may be considered solely in Owner's discretion.

## **EVALUATION OF STATEMENT OF QUALIFICATIONS**

Statements of qualifications will be ranked based on the requirements outlined below. Please note that per Section 153 of the Ohio Revised Code, the City is only focusing on the qualifications of interested firms/contractors. Specific project information will be shared later with selected firms/contractors pursuant to the applicable next steps outlined below.

Evaluation of the SOQ's and ultimate selection are based on, but not limited to the following criteria: Statement of Qualification Evaluation Criteria (ORC-153.65 (D)) and Points available:

### **Firms/contractor Background**

Competence of the firms/contractor to perform the required services as indicated by technical training and education of firms/contractor personnel. (25 points)

### **Project Experience**

The firms/contractor experience with municipal projects, including at least three (3) examples of completed projects of a public nature and scope. (5 points)

### **Project Performance**

Performance of the firms/contractor as reflected by the evaluation of past work with City of Massillon or other clients (provide references) of the firms/contractor with respect to such factors as:

Quality of work (10 points)

Success in controlling costs; and (5 points)

Success in meeting contract deadlines (5 points)

### **Project Team**

Experience of the firms/contractor personnel assigned to perform the work. (25 points)

Ability of the firms/contractor to perform the required service competently and expeditiously as indicated by the availability of necessary personnel; and (5 points)

equipment and facilities. (5 points)

firms/contractor workload; (5 points)

Location of firms/contractor: (City of Massillon criteria) (5 points)

### **Submittal Presentation**

Overall appearance and quality of the submittal (5 points)

Total Points available (100 points)

## **NEXT STEPS**

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.693 based on the above listed criteria. City of Massillon, City Engineer will serve as the Criteria Engineer for the project and will consult in this ranking. The City will select and rank at least three (3) firms/contractors, assuming that the City deems three (3) firms/contractors to be qualified and the City will then provide them with the following information to have them develop a Request for Proposal (RFP).

1. A description of the project and project delivery
2. The design criteria produced by the Criteria Engineer.
3. A preliminary project schedule
4. A description of any preconstruction services
5. A description of the proposed design services
6. A description of a guaranteed maximum price, including the estimated level of design on which such guaranteed maximum price is based
7. The form of the design-build services contract
8. A request for a pricing proposal that shall be divided into a design services fee and a preconstruction and design-build services fee. The pricing proposal of each design-build firms/contractor shall include at least all of the following:
  - a. A list of key personnel and consultants for the project
  - b. Design concepts adhering to the design criteria produced by the Criteria Engineer.
  - c. The design-build firms/contractor statement of general conditions and estimated contingency requirements
  - d. A preliminary project schedule

At that time, selected firm/contractor will be required to submit a design and cost proposal per the above requirements. The City will rank the selected firms/contractors based on its evaluation of the value of each firms/contractor pricing proposal, with such evaluation considering each firms/contractor proposed costs and qualifications. The City will then enter into contract negotiations with the highest-ranking firm/contractor pursuant to Ohio Revised Code 153.693.

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the City and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for Design-Build services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the City will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of submitted information or materials to third parties.

Each Design-Build firm/contractor submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

*The City may reject any or all qualification statements received or cancel this process at any time for any reason and the City will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process. The City of Massillon appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.*

The City of Massillon is dedicated to providing equal employment opportunities without regard to race, color, religion, gender, pregnancy, national origin, age, disability, marital status, veteran status, genetic information, sexual orientation, or other protected classes.

**Barb Sylvester, Director of Public Safety and Service**